

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
481			<p>OPERATIONS SECURITY (OPSEC) Functional Area Manager: PP&O, PL, PLI Point of Contact: James J. Sydnor (DSN) 222-4293 (COML) 703-693-4293 E-mail: james.j.sydnor@usmc.mil Date Last Revised: 17 October 2014</p>
481	01		NO SUBCAT FOR THESE STATEMENTS
481	01	001	<p>How is OPSEC integrated into all day-to-day activities and operations? Reference MCO 3070.2A, par 1b (i.e. is OPSEC part of the planning process prior to training and exercises)</p>
481	01	002	<p>Provide documentation of how the OPSEC planning process is incorporated into operations, exercises, activities, system development, and test and evaluation in garrison and deployed environments. Reference MCO 3070.2A, par 4a(1)(a) (Provide copies of worksheets used to determine level of threat, critical information value, vulnerability analysis and risk assessment)</p>
481	01	003	<p>Provide a copy of each of the OPSEC Manager's and/or Coordinator's signed appointment letter/s Reference MCO 3070.2A, par 4a(2)(a)</p>
481	01	004	<p>Provide a list to include point of contacts for all subordinate commands one level below. Reference MCO 3070.2A, par 4b(15)(b)</p>
481	01	005	<p>Provide a copy of the command's annual review of all subordinate OPSEC programs. Reference MCO 3070.2A, par 4b(15)(d) (This checklist can be used for the review)</p>

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- 481 01 006 Provide a copy of the command's OPSEC order that is signed by the commanding officer and includes the command's Critical Information List (CIL).
Reference
MCO 3070.2A, par 4b(17)(c) (Example of OPSEC orders can be found on the OPSEC Sharepoint site
(<https://ehqmc.usmc.mil/org/hqmcppo/PL/PLI/OPSEC/default.aspx>)
under the "Tools" tab in "Templates" folder)
- 481 01 007 Where applicable show your command's process for reviewing contracts that require a DD254.
Reference
MCO 3070.2A, par 4b(17)(c) and 6
- 481 01 008 Provide supporting documentation of quarterly review of command sponsored social media and official websites.
Reference
MCO 3070.2A, Par 4b(8)
- 481 01 009 Provide a copy of the annual command level OPSEC assessment.
Reference
MCO 3070.2A, par 4b(11)(a)
- 481 01 010 Conduct a demonstration of the command's automated risk assessment tool.
Reference
MCO 3070.2A, par 4b(11)(b) (Currently there is not an automated risk assessment tool in place)
- 481 01 011 Provide supporting documentation of the completion of annual training.
Reference
MCO 3070.2A, par 4c(3)(c)
- 481 01 012 Provide supporting documentation that all program managers and coordinators have completed OPSEC fundamentals.
Reference
MCO 3070.2A, par 4c(3)(d)
- 481 01 013 Provide supporting documentation that all program managers and coordinators at the Regimental/Group level and higher, to include supporting agencies/activities, have completed the Interagency OPSEC Support Staff's OPSEC Analysis and Program Management (OPSE 2500) resident course or equivalent.
Reference
MCO 3070.2A, par 4c(3)(e)

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- 481 01 014 Provide supporting documentation that all program managers and coordinators, public affairs officers, family readiness officers, webmasters, and any other personnel authorized to review information for public release via the internet have received “web” OPSEC training.
Reference
MCO 3070.2A, par 4c(3)(f) and DoDD 5205.02E Encl 2, 11.1
(refer to Table 1 page 14 of MCO 3070.2A)
- 481 01 015 Does the command’s unclassified publicly available website(s) display personnel lists, “roster boards”, organizational charts, or command staff directories which show individuals’ names, individual’s phone numbers, or email addresses which contain the individual’s names?
Reference
MCO 3070.2A, par 4c(4)(a)(3)
- 481 01 016 Provide 3 years of records of the unit’s Command Inspection Program and the Commanding General’s Inspection Program.
Reference
MCO 3070.2A, par 4c(7)(b)(2)
- 481 01 017 Show how OPSEC is being promoted throughout the command.
Reference
MCO 3070.2A, par 4c(10) (i.e. posters, email reminders, part of new join in briefs, or by any other appropriate means)
- 481 01 018 How often is the Critical Information List (CIL) updated and what is the basis for updating the CIL?
Reference
DoDD 5205.02E Encl 2, 11.b
- 481 01 019 How is the CIL disseminated throughout the organization?
Reference
DoDD 5205.02E Encl 2, 11.b
- 481 01 020 Demonstrate, using the OPSEC process your organization’s means for applying each of the five steps. Indicate how each of the five actions are applied or integrated within a related functional process.
Reference
MCO 3070.2A and DoDD 5205.02E (Provide copies of worksheets used to determine level of threat, critical information value, vulnerability analysis, risk assessment, and how countermeasures reduce the level of risk)

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- 481 01 021 Provide a copy of the organization's most recent threat assessment. Demonstrate how the threat assessment was used to develop the CIL.
Reference
DoDD 5205.02E Encl 2, 11.g (Demonstrate using a threat worksheet)
- 481 01 022 Provide a copy of the organization's most recent risk assessment. Demonstrate how the risk assessment was used to determine appropriate countermeasures.
Reference
DoDD 5205.02E Encl 2, 11.g